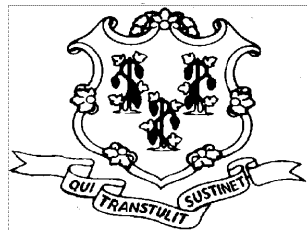




Connecticut Department of Developmental Services

**MEDICATION ADMINISTRATION CERTIFICATION
FOR NON-LICENSED PERSONNEL
TRAINING PROGRAM**

**COURSE CATALOG
Spring 2020
March 2020 – June 2020**



Department of Developmental Services
Medication Administration Division
61 Woodland Street
Hartford, CT 06105

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DDS Contacts

Medication Administration Division

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Nurse Consultant
Program Coordinator
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Hartford, Ct 06105
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Fax#860.707.1861
E-mail: Jessica.kelsey@ct.gov

Evette Rivera, Secretary 1
61 Woodland Street
Hartford, CT 06105
860/616-2054
e-mail: Evette.Rivera@ct.gov

DDS will e-mail appropriate paperwork related to course or exam directly to the agency med coordinator following completion of course or exam.

Any questions regarding the certification program should be directed to the Program Coordinator.

Any questions regarding the seat request requirements, processing of the request or applications should be directed to the division secretary.

Inclement Weather Policy (860) 616-2045 Ext 5

Please read carefully

In the case of inclement weather, a cancellation notice will be posted through voice mail by calling (860) 616-2045 Ext 5. This message will instruct the caller as to the status of the med admin activities for that day.

Cancellation or delayed start notices will be posted to voice mail up to 2 hours prior to the start of course session or exam.

Activities cancelled due to inclement weather will be rescheduled in a timely manner. If a course session is cancelled, students should attend the next regularly scheduled session of their course.

Additional Note Regarding Fragrances

We request staff not wear any fragrances to the classes or exams as we work to be a **fragrance-free** environment due to the allergies which affect many people. Please notify your staff of this need.



Course and Exam Listings

Course Programs: Course includes the 21-hour classroom course, 4-hour laboratory practicum, and a certification exam seat in a designated exam. Course is limited to 24 participants unless otherwise noted. The course exam is limited to the course participants plus some additional seats for “Exam Only”.

Stand-alone Exams: These are not associated with a course which enables a larger group to take the exam only.

Locations, dates, and times are subject to change based on need. Location changes will be posted. Students must **arrive at least 15 minutes prior to the start of the course session or exam**, by doing so students will avoid lateness due to room location changes. A student will not be allowed into class if they arrive late no matter what the circumstance are.

West Region Course Schedule

Course #	W C – 20 53
Session dates:	March 2, 3, 16, & 17 (snow date March 20), 2020
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	March 17, 2020 (Follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West Cheshire Training Room
Exam date:	March 25, 2020
Exam time:	3:00 p.m.
Exam location:	DDS West Cheshire Training Room
Course #	W C – 20 54 Weekend Course
Session dates:	March 7, 8, 21, & 22 (snow date March 28), 2020
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	March 22, 2020 (Follows final session)
Lab time:	6 p.m. – 10 p.m.
Location:	DDS West Cheshire Training Room
Exam date:	April 8, 2020
Exam time:	8:00 a.m.
Exam location:	DDS West Cheshire Training Room
Course #	W C – 20 55 Weekend Class
Session dates:	March 28, 29, April 4, & 5, 2020
Class time:	7:00 a.m. – 2:00 p.m.
Lab date:	April 5, 2020 (Follows final session)
Lab time:	10a.m. – 2:00 p.m.
Location:	DDS West. Cheshire Training Room
Exam date:	April 19, 2020
Exam time:	7:30 a.m.
Exam location:	DDS West. Cheshire Training Room
Course #	W C – 20 56
Session dates:	March 30, 31, April 13, & 14, 2020
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	April 14, 2020 (Follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West Cheshire Training Room
Exam date:	April 21, 2020
Exam time:	3:00 p.m.
Exam location:	DDS West, Cheshire Training Room

West Region Course Schedule

Course #	W C – 20 57
Session dates:	April 6, 7, 14, & 16 (Snow date April 17), 2020
Class time:	9 a.m. – 4 p.m.
Lab date:	April 16, 2020
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	DDS West Stratford Training Room

Exam date:	April 29, 2020
Exam time:	9:00 a.m.
Exam location:	DDS West Stratford Training Room

Course #	W C – 20 58
Session dates:	April 27, 28, May 11, & 12, 2020
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	May 12, 2020 (Follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West Cheshire Training Room

Exam date:	May 18, 2020
Exam time:	3:00 p.m.
Exam location:	DDS West Cheshire Training Room

Course #	W C – 20 59 Weekend Course
Session dates:	May 2, 3, 16, & 17, 2020
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	May 17, 2020 (Follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West Cheshire Training Room

Exam date:	May 29, 2020
Exam time:	10 a.m.
Exam location:	DDS West Cheshire Training Room

Course #	WC- 20 60
Session dates:	May 4, 7, 11, & 12, 2020
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	May 17, 2020
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	DDS West Stratford Training Room

Exam date:	May 26, 2020
Exam time:	10:00 a.m.
Exam location:	DDS West Stratford Training Room

West Region Course Schedule

Course #	WC- 20 61
Session dates:	May 26, 27, June 8, & 9, 2020
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	June 9, 2020 (Follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West Cheshire Training School

Exam date:	June 15, 2020
Exam time:	3:00 p.m.
Exam location:	DDS West Cheshire Training School

Course #	WC- 20 62 Weekend Course
Session dates:	May 30, 31, June 13, & 14, 2020
Class time:	7:00 a.m. – 2:00 p.m.
Lab date:	June 14, 2020 (Follows final session)
Lab time:	10:00 a.m. – 2:00 p.m.
Location:	DDS West Cheshire Training Room

Exam date:	June 20, 2020
Exam time:	7:30 a.m.
Exam location:	DDS West, Cheshire Training Room

Course #	WC- 20 63
Session dates:	June 8, 9, 15, & 16, 2020
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	June 16, 2020
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	DDS West Southbury Training Room

Exam date:	June 22, 2020
Exam time:	10:00 a.m.
Exam location:	DDS West, Southbury Training Room

Course #	WC -20 64
Session dates:	June 22, 26, July 6, & 7, 2020
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	July 7, 2020(Follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West. Cheshire Training Room

Exam date:	July 15, 2020
Exam time:	3:00 p.m.
Exam location:	DDS West, Cheshire Training Room

North Region Course Schedule

Course #	N C – 20 65
Session dates:	March 2, 4, 9, 11, 16, 17, & 18, (Snow date March 20)
Class time:	4:30 p.m. – 7:30 p.m.
Lab date:	March 19, 2020
Lab time:	12:00 p.m. – 4:00 p.m.
Location:	DDS Hartford Training Room, 61 Woodland Street
Exam date:	March 30, 2020
Exam time:	5:00 p.m.
Exam location:	DDS Hartford, 61 Woodland Street
Course #	N C – 20 66
Session dates:	March 10, 13, 17 & 19 (snow date March 20), 2020
Class time:	8:30 a.m. – 3:30 p.m.
Lab date:	March 19, 2020
Lab time:	11:30 a.m. – 4:00 p.m. (Times may change)
Location:	DDS Hartford Training Room, 61 Woodland Street
Exam date:	March 24, 2020
Exam time:	10:00 a.m.
Exam location:	DDS Hartford, 61 Woodland Street
Course #	N C – 20 67
Session dates:	March 24, 26, 31, & April 2 (snow date April 3), 2020
Class time:	8:30 a.m. – 3:30 p.m.
Lab date:	April 2, 2020
Lab time:	11:30 a.m. – 3:30 p.m. (Times may change)
Location:	DDS Hartford Training Room Woodland Street
Exam date:	April 8, 2020
Exam time:	10:00 a.m.
Exam location:	DDS Hartford, 61 Woodland Street
Course #	N C – 20 68
Session dates:	April 2, 3, 6, 7, 8, 9, & 13, 2020
Class time:	4:30 p.m. – 7:30 p.m.
Lab date:	April 14, 2020
Lab time:	12:00 p.m. – 4:00 p.m.
Location:	DDS Hartford Training Room Woodland Street
Exam date:	April 27, 2020
Exam time:	5:00 p.m.
Exam location:	DDS Hartford, 61 Woodland Street

North Region Course Schedule

Course #	N C – 20 69
Session dates:	April 6, 15, 17, & 21, 2020
Class time:	8:30 a.m. – 3:30 p.m.
Lab date:	April 21, 2020
Lab time:	11:30 a.m. – 3:30 p.m. (Times may change)
Location:	DDS Hartford Training Room Woodland Street
Exam date:	April 29, 2020
Exam time:	10:00 a.m.
Exam location:	DDS Hartford, 61 Woodland Street
Course #	N C – 20 70
Session dates:	April 22, 27, 30, & May 1, 2020
Class time:	8:30 a.m. – 3:30 p.m.
Lab date:	May 1, 2020
Lab time:	11:30 p.m. – 3:30 p.m. (Times may change)
Location:	DDS North, Willimantic Office, Training Room
Exam date:	May 12, 2020
Exam time:	10:00 a.m.
Exam location:	DDS North, Willimantic Office, Training Room
Course #	N C – 20 71
Session dates:	May 4, 6, 12, & 14, 2020
Class time:	8:30 a.m. – 3:30 p.m.
Lab date:	May 14, 2020
Lab time:	11:30 p.m. – 3:30 p.m. (Times may change)
Location:	DDS Hartford, Woodland Street Training Room
Exam date:	May 27, 2020
Exam time:	10:00 a.m.
Exam location:	DDS Hartford, 61 Woodland Street
Course #	NC – 20 72
Session dates:	May 12, 14, 15, 18, 19, & 20, 2020
Class time:	4:30 p.m. – 7:30 p.m.
Lab date:	May 21, 2020
Lab time:	12:00 p.m. – 4:00 p.m.
Location:	DDS Hartford Training Room Woodland Street
Exam date:	May 26, 2020
Exam time:	5:00 p.m.
Exam location:	DDS Hartford, 61 Woodland Street

North Region Course Schedule

Course #	N C – 20 73
Session dates:	June 2, 4, 9, & 11, 2020
Class time:	8:30 a.m. – 3:30 p.m.
Lab date:	June 11
Lab time:	11:30 a.m. – 3:30 p.m. (Times may change)
Location:	DDS Hartford, Woodland Street Training Room

Exam date:	June 23, 2020
Exam time:	10:00 a.m.
Exam location:	DDS Hartford, 61 Woodland Street

Course #	N C – 20 74
Session dates:	June 15, 16, 18, 19, 22, 23, & 24, 2020
Class time:	4:30 p.m. – 7:30 p.m.
Lab date:	June 26, 2020
Lab time:	12:00 p.m. – 4:00 p.m.
Location:	DDS Hartford Training Room Woodland Street

Exam date:	June 29, 2020
Exam time:	4:00 p.m.
Exam location:	DDS Hartford, 61 Woodland Street

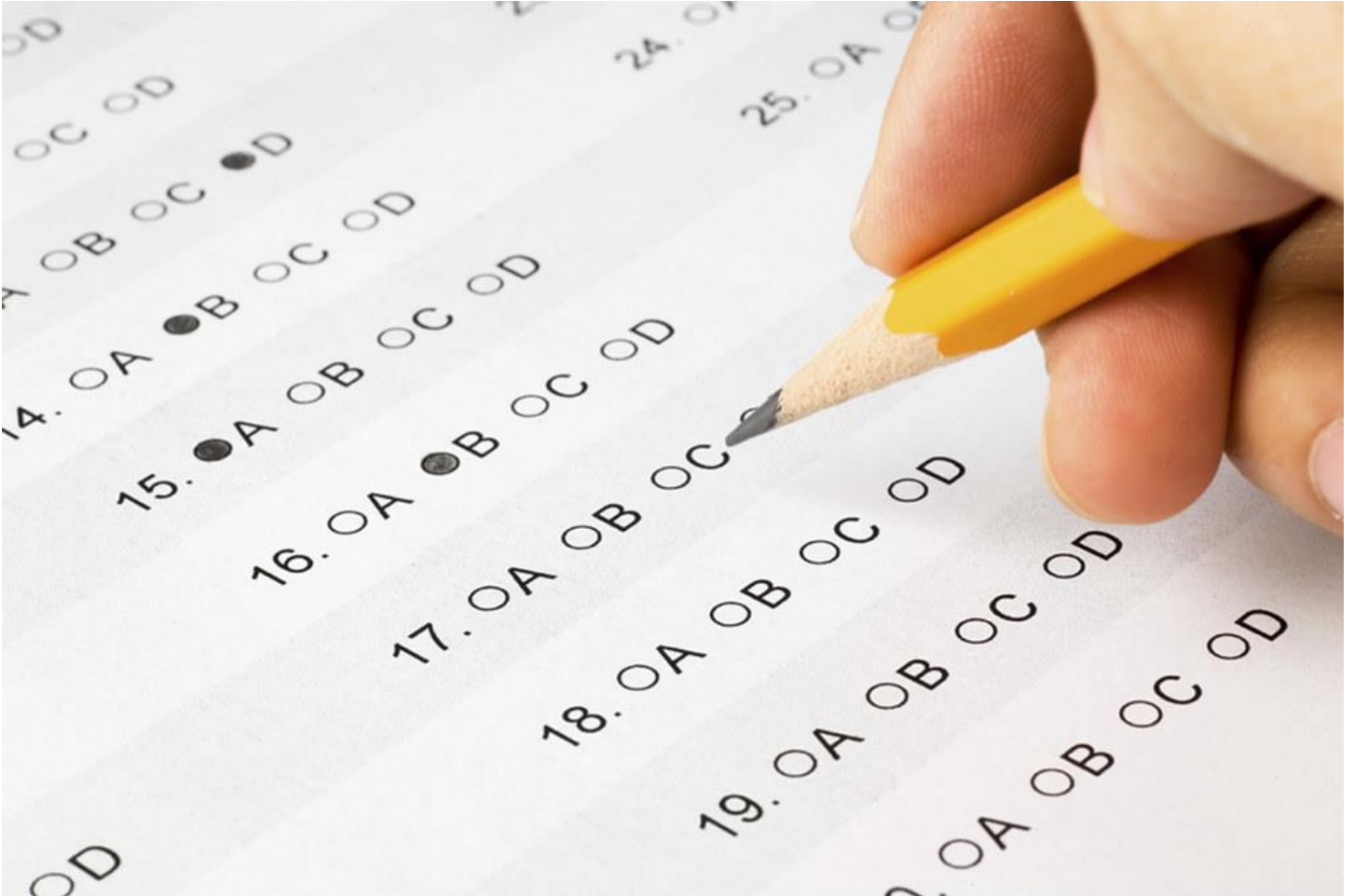
South Region Course Schedule

Course #	S C – 20 75
Session dates:	March 3, 5, 10, 12, (Snow date March 13), 2020
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	March 12, 2020 (Follows final session)
Lab time:	12:00 p.m. – 4:00 p.m.
Location:	DDS South, 370 James St., New Haven, Training Room
Exam date:	March 24, 2020
Exam time:	10:00 a.m.
Exam location:	DDS South, 370 James St, New Haven (Training room)
Course #	S C – 20 76
Session dates:	March 4, 11, 18, & 20, (Snow date March 26), 2020
Class time:	9:00 am – 4:00pm
Lab date:	March 20, 2020
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	DDS South, 370 James St., New Haven, Training Room
Exam date:	March 31, 2020
Exam time:	10:00 a.m.
Exam location:	DDS South, 370 James St., New Haven, Training Room
Course #	S C – 20 77
Session dates:	April 9, 15, 22, & 23, 2020
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	April 23, 2020
Lab time:	1:00 p.m.- 5:00 p.m.
Location:	DDS South, Norwich Office, Uncas on the Thames, 3 rd FL Room 341 <u>CAMPBELL BUILDING</u>
Exam date:	April 28, 2020
Exam time:	1:00 p.m.
Exam location:	DDS South, Uncas on the Thames, 4 th floor Library
Course #	S C – 20 78
Session dates:	April 15, 17, 20, 24, 2020
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	April 24, 2020 (Follows final session)
Lab time:	12:00 p.m.- 4:00 p.m.
Location:	DDS South, 370 James St. New Haven, Training Room
Exam date:	May 6, 2020
Exam time:	10:00 a.m.
Exam location:	DDS South, 370 James St New Haven, Training Room

South Region Course Schedule

Course #	S C – 20 79
Session dates:	May 5, 12, 19, & 21, 2020
Class time:	9:00 am - 4:00 pm
Lab date:	May 21, 2020
Lab time:	1:00 p.m. – 5 p.m.
Location:	DDS South, Norwich Office, Uncas on the Thames, 3 rd FL Room 341 <u>CAMPBELL BUILDING</u>
Exam date:	May 26, 2020
Exam time:	1:00 p.m.
Exam location:	DDS South, Norwich Office, Uncas on the Thames, 4 th floor Library
Course #	S C – 20 80
Session dates:	May 22, 27, 28, & 29, 2020
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	May 29, 2020 (Follows final session)
Lab time:	12:00 p.m.- 4:00 p.m.
Location:	DDS South, 370 James St. New Haven, Training Room
Exam date:	June 9, 2020
Exam time:	10:00 a.m.
Exam location:	DDS South, 370 James St. New Haven, Training Room
Course #	S C – 20 81
Session dates:	June 1, 5, 8, & 10, 2020
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	June 10, 2020 (Follows final session)
Lab time:	12:00 p.m.- 4:00 p.m.
Location:	DDS South, 370 James St New Haven, Training Room
Exam date:	June 16, 2020
Exam time:	10:00 a.m.
Exam location:	DDS South, 370 James St New Haven, Training Room

EXAMS



Exam Schedule Cheshire, Southbury Training School & Stratford

Exam #:	WSAE – 20 134
Date:	March 23, 2020
Time:	10:00 a.m.
Location:	DDS West, Southbury Training School, Roselle Room 210
Exam #:	WCE – 20 53
Date:	March 25, 2020
Time:	3:00 p.m.
Location:	DDS West, Cheshire Office, Training Room
Exam #:	WCE – 20 54
Date:	April 8, 2020
Time:	8:00 a.m.
Location:	DDS West, Cheshire Office, Training Room
Exam #:	WCE – 20 55 <u>WEEKEND EXAM</u>
Date:	April 19, 2020
Time:	7:30 a.m.
Location:	DDS West, Cheshire Office, Training Room
Exam #:	WSAE – 20 135
Date:	April 20, 2020
Time:	10:00 a.m.
Location:	DDS West, Southbury Training School, Roselle Room 210
Exam #:	WCE – 20 56
Date:	April 21, 2020
Time:	3:00 p.m.
Location:	DDS West, Cheshire Office, Training Room
Exam #:	WCE – 20 57
Date:	April 29, 2020
Time:	9:00 a.m.
Location:	DDS West, Stratford Office, Armory Road, Training Room
Exam #:	WCE – 20 58
Date:	May 18, 2020
Time:	3:00 p.m.
Location:	DDS West, Cheshire Office, Training Room
Exam #:	WSAE – 20 136
Date:	May 29, 2020
Time:	10:00 a.m.
Location:	DDS West, Southbury Training School, Roselle Room 210

Exam Schedule Cheshire, Southbury Training School & Stratford

Exam #:	WCE – 20 59
Date:	May 29, 2020
Time:	10:00 a.m.
Location:	DDS West, Cheshire Office, Training Room
Exam#:	WCE – 20 60
Date:	May 26, 2020
Time:	10:00 a.m.
Location:	DDS West, Stratford, Armory Road, Training Room
Exam #:	WCE – 20 61
Date:	June 15, 2020
Time:	3:00 p.m.
Location:	DDS West, Cheshire Office, Training Room
Exam #:	WCE – 20 62 <u>WEEKEND EXAM</u>
Date:	June 20, 2020
Time:	7:30 a.m.
Location:	DDS West, Cheshire Office, Training Room
Exam #:	WCE – 20 63
Date:	June 22, 2020
Time:	10:00 a.m.
Location:	DDS West, Southbury Training School, Roselle Room 210
Exam #:	WCE – 20 64
Date:	July 15, 2020
Time:	3:00 p.m.
Location:	DDS West, Cheshire Office, Training School

Exam Schedule Woodland Street & Willimantic

Exam #: NSAE 20 137
Date: March 6, 2020
Time: 10:00 a.m.
Location: DDS Hartford, 61 Woodland Street

Exam #: NSAE 20 138
Date: March 16, 2020
Time: 5:00 p.m.
Location: DDS Hartford, 61 Woodland Street

Exam #: NCE – 20 65
Date: March 30, 2020
Time: 5:00 p.m.
Location: DDS Hartford, 61 Woodland Street

Exam #: NCE – 20 66
Date: March 24, 2020
Time: 10:00 a.m.
Location: DDS Hartford, 61 Woodland Street

Exam #: NCE – 20 67
Date: April 8, 2020
Time: 10:00 a.m.
Location: DDS Hartford, 61 Woodland Street

Exam #: NSAE 20 139
Date: April 13, 2020
Time: 4: 00 p.m.
Location: DDS Hartford, 61 Woodland Street

Exam #: NCE – 20 68
Date: April 27, 2020
Time: 5:00 p.m.
Location: DDS Hartford, 61 Woodland Street

Exam #: NCE – 20 69
Date: April 29, 2020
Time: 10:00 a.m.
Location: DDS Hartford, 61 Woodland Street

Exam #: NSAE – 20 140
Date: May 11, 2020
Time: 5:00 p.m.
Location: DDS Hartford, 61 Woodland Street

Exam Schedule Woodland Street & Willimantic

Exam #:	NSAE – 20 141
Date:	May 12, 2020
Time:	10:00 a.m.
Location:	DDS Hartford, 61 Woodland Street
Exam #:	NCE – 20 70
Date:	May 12, 2020
Time:	10:00 a.m.
Location:	DDS North, Willimantic Office, Training Room
Exam #:	NCE – 20 71
Date:	May 27, 2020
Time:	10:00 a.m.
Location:	DDS Hartford, 61 Woodland Street
Exam #:	NCE – 20 72
Date:	May 26, 2020
Time:	5:00 p.m.
Location:	DDS Hartford, 61 Woodland Street
Exam #:	NSAE – 20 142
Date:	June 8, 2020
Time:	5:00 p.m.
Location:	DDS Hartford, 61 Woodland Street
Exam #:	NSAE – 20 143
Date:	June 9, 2020
Time:	10:00 a.m.
Location:	DDS Hartford, 61 Woodland Street
Exam #:	NCE – 20 73
Date:	June 23, 2020
Time:	10:00 a.m.
Location:	DDS Hartford, 61 Woodland Street
Exam #:	NCE – 20 74
Date:	June 29, 2020
Time:	4:00 p.m.
Location:	DDS Hartford, 61 Woodland St

Exam Schedule New Haven and Norwich

Exam #:	SSAE – 20 144
Date:	March 2, 2020
Time:	10:00 a.m.
Location:	DDS South, 370 James St, New Haven, Training Room
Exam #:	SCE – 20 75
Date:	March 24, 2020
Time:	10:00 a.m.
Location:	DDS South, 370 James St, New Haven, Training Room
Exam #:	SSAE – 20 145
Date:	March 25, 2020
Time:	1:00 p.m.
Location:	DDS South, Norwich Office, Uncas On the Thames, 4 th Floor Library
Exam #:	SCE – 20 76
Date:	March 31, 2020
Time:	10:00 a.m.
Location:	DDS South, 370 James St, New Haven, Training Room
Exam #:	SSAE – 20 146
Date:	April 14, 2020
Time:	10:00 a.m.
Location:	DDS South, 370 James St, New Haven, Training Room
Exam #:	SSAE – 20 147
Date:	April 17, 2020
Time:	1:00 p.m.
Location:	DDS South, Norwich Office, Uncas On the Thames 4 th floor Library
Exam #:	SCE – 20 77
Date:	April 28, 2020
Time:	1:00 p.m.
Location:	DDS South, Norwich Office, Uncas On the Thames 4 th floor Library
Exam #:	SSAE – 20 148
Date:	May 5, 2020
Time:	1:00 p.m.
Location:	DDS South, Norwich Office, Uncas On the Thames 4 th floor Library

Exam Schedule New Haven and Norwich

Exam #:	SCE – 20 78
Date:	May 6, 2020
Time:	10:00 a.m.
Location:	DDS South, 370 James St, New Haven, Training Room
Exam #:	SSAE – 20 149
Date:	May 26, 2020
Time:	10:00 a.m.
Location:	DDS South, 370 James St, New Haven, Training Room
Exam #:	SCE – 20 79
Date:	May 26, 2020
Time:	1:00 p.m.
Location:	DDS South, Norwich Office, On the Thames 4 th floor Library
Exam #:	SSAE – 20 150
Date:	June 8, 2020
Time:	1:00 p.m.
Location:	DDS South, Norwich Office, On the Thames 4 th floor Library
Exam #:	SCE – 20 80
Date:	June 9, 2020
Time:	10:00 a.m.
Location:	DDS South, 370 James St, New Haven, Training Room
Exam #:	SCE – 20 81
Date:	June 16, 2020
Time:	10:00 a.m.
Location:	DDS South, 370 James St, New Haven Training Room
Exam #:	SSAE – 20 151
Date:	June 23, 2020
Time:	10:00 a.m.
Location:	DDS South, 370 James St New Haven, Training Room

SEAT REQUEST FAX FORM

PRINT Participant Name (Last Name, First Name) SS#	Add	Cancel	Course # or Test # (Do not list dates)	For DDS Use Only		
				Code	Date of contact	DDS Initials
_____, _____ SS# ____ - ____ - _____			__ __ -- 20 __ __			
_____, _____ SS# ____ - ____ - _____			__ __ -- 20 __ __			
_____, _____ SS# ____ - ____ - _____			__ __ -- 20 __ __			
_____, _____ SS# ____ - ____ - _____			__ __ -- 20 __ __			
_____, _____ SS# ____ - ____ - _____			__ __ -- 20 __ __			

May we use a stand by seat for the add student request(s) above (Please check one): ☐ YES ☐ NO
 (Note: If not marked, stand by status will be used)

Agency Name: _____ Agency Contact: _____

Date: ____ / ____ / ____ Phone: _____ Fax: _____

Fax to: Med Admin Unit 860/616-2081

Registration Codes

A Registration ACCEPTED

F Course or exam FULL

C Registration CLOSED

L Agency has met 5-person LIMIT

SB STANDBY – Will be allowed in based on no shows at start

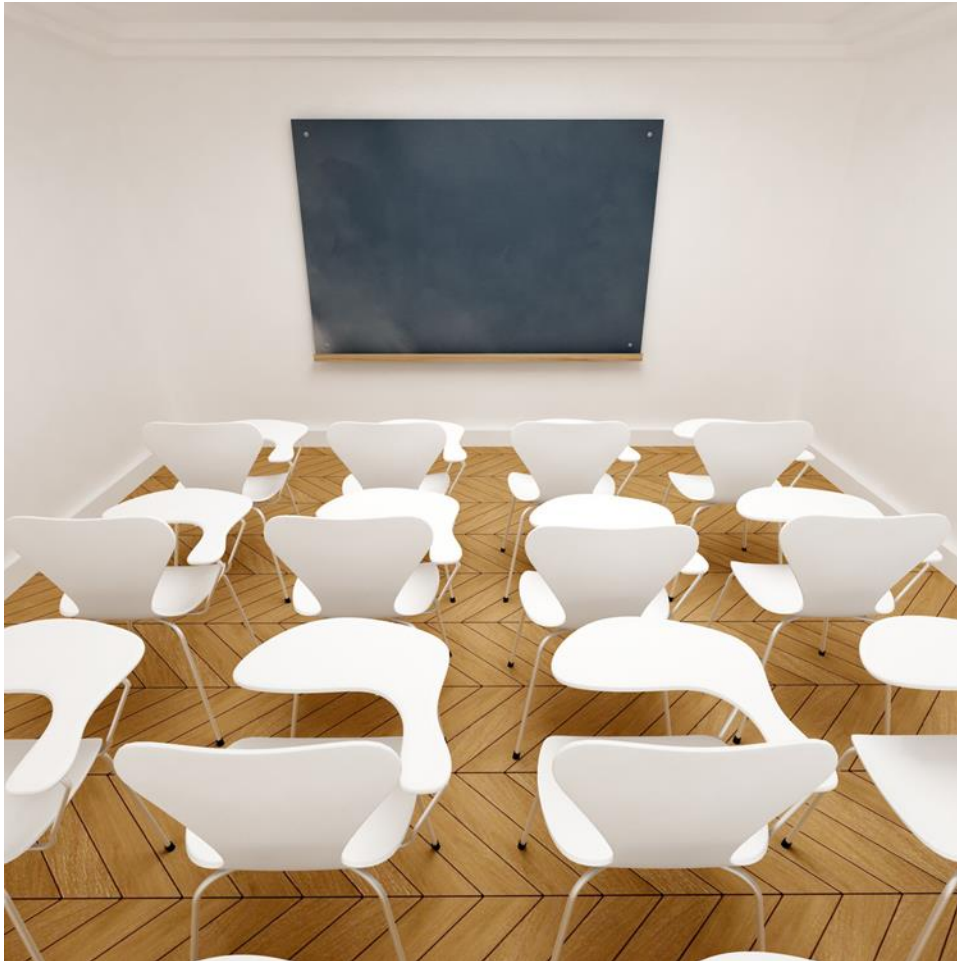
ANF Application not Found/Filed

ANP Application received but not yet processed/approved

- PRINT LEGIBLY. PLEASE LIST NAME IN LAST NAME, FIRST NAME FORMAT. SOCIAL SECURITY NUMBER MUST BE INCLUDED.**
- Seat requests will be accepted up to 5 business days prior to date of activity. Requests received after the deadline will not be accepted. Cancellations will be reflected on the registration sheet up to 3 business days prior to date of activity. After that time, cancellations will be considered no-shows.
- Please fax all seat requests to DDS Central Office. Fax to Med Admin Unit at 860/616-2081.
- You will receive return fax confirmation (accepted or denied).
- All course participants are guaranteed an exam seat in the specific exam session. **Do not** register a course participant for the corresponding course exam seat, or for a different exam seat.

IMPORTANT: Participants must arrive at least 15 minutes before the start of the course or exam and must arrive with a photo ID. Participants must attend 100% of the course. There will be no exceptions.

RETRAINING



REMINDER; This is not a course for employees who are struggling with the recertification exam, that retraining needs to be handled by the RN in your agency. The retraining course is for those employees who have made medication administration **errors** that have **reached** a **serious level**.

The retraining course will be held over two full days for a total of 12 retraining hours. This class may be cancelled due to low enrollment. Registration for the retraining will be sent to the Med Admin Unit. As with the initial course, the med coordinator for your agency should be the only person registering staff for this retraining course. One of the major differences in the registration process for this course is the requirement of error and retraining history from the delegating RN. The registration form also includes the name & phone number of the delegating RN who oversees the staff's certification. The RN needs to provide information on the attached document along with the registration form. Your employee will not be registered in the class without documentation of all errors and retraining history.

The class dates/locations are as follows.

Course #	RT – 20 104
Dates:	March 3 & 4, 2020
Class time:	9:00 a.m. – 4:00 p.m. (1-hour lunch)
Location:	DDS West, Stratford Office, Armory Road, Stratford, Training Room
Course #:	RT – 20 105
Dates:	April 27 & 29, 2020
Time:	9:00 a.m. – 4:00 p.m. (1-hour lunch)
Location:	DDS South, Norwich Office, Uncas on the Thames, 3 rd FL Room 341 <u>CAMPBELL BUILDING</u>
Course #:	RT – 20 106
Dates:	May 5 & 7, 2020
Time:	9:00 a.m. – 4:00 p.m.
Location:	DDS Hartford, 61 Woodland St, Hartford
Course #	RT – 20 107
Session dates:	June 17 & 24, 2020
Class time:	9:00 a.m. – 4:00 p.m. (1-hour lunch)
Location:	DDS South, 370, James Street, New Haven, Training Room

Use the registration form following this page (Pg. 24) to register for the re-training course. Do not use the initial course registration form.

Delegating RN needs to complete the forms on Pgs.25 which is required to be faxed to 860. 616.2081 along with the registration form.

Retraining Course Registration

PRINT Participant Name (Last Name, First Name) SS#	Add	Cancel	Retraining Course (Do not list dates)	For DDS Use Only		
				Code	Date of contact	DDS Initials
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"> _____, _____ </div> <div> SS# _ _ _ - _ _ - _ _ _ </div> <div style="margin-top: 10px;"> Supervising RN _____ </div> <div> RN Contact Number _____ </div>			R T -- 20 -- _ _ _			

Agency Name: _____ Agency Contact: _____
 Date: ____ / ____ / ____ Phone: _____ Fax: _____

Fax to: Med Admin Unit 860/616-2081

Registration Codes		
A Registration ACCEPTED	F Course FULL	C Registration CLOSED

- PRINT LEGIBLY. PLEASE LIST NAME IN LAST NAME, FIRST NAME FORMAT. SOCIAL SECURITY NUMBER MUST BE INCLUDED.**
- Be sure to identify the RN responsible for supervising the staff's med admin status and RN's phone number.
- A new seat request form must be submitted for each change.
- Please fax all seat requests to DDS Central Office. Fax to 860/616-2081.
- You will receive return fax confirmation (accepted or denied) within 2 business days.

IMPORTANT: Participants must arrive at least 15 minutes before the start of the course and must arrive with a photo ID. Participants must attend 100% of the course. There will be no exceptions.

Rationale for Retraining

To be filled out by the delegating RN & faxed along with the registration form – registration form will **NOT** be accepted without the rationale.

Re: Medication Retraining Class

Please fill out as this information to help the instructor be able to focus on specific areas of concern to retrain your staff.

Name of Student _____

Class date: _____

Name of Nurse. _____

Email of nurse: _____

Agency _____

Phone/Fax _____

How many med errors have occurred in past six months? _____

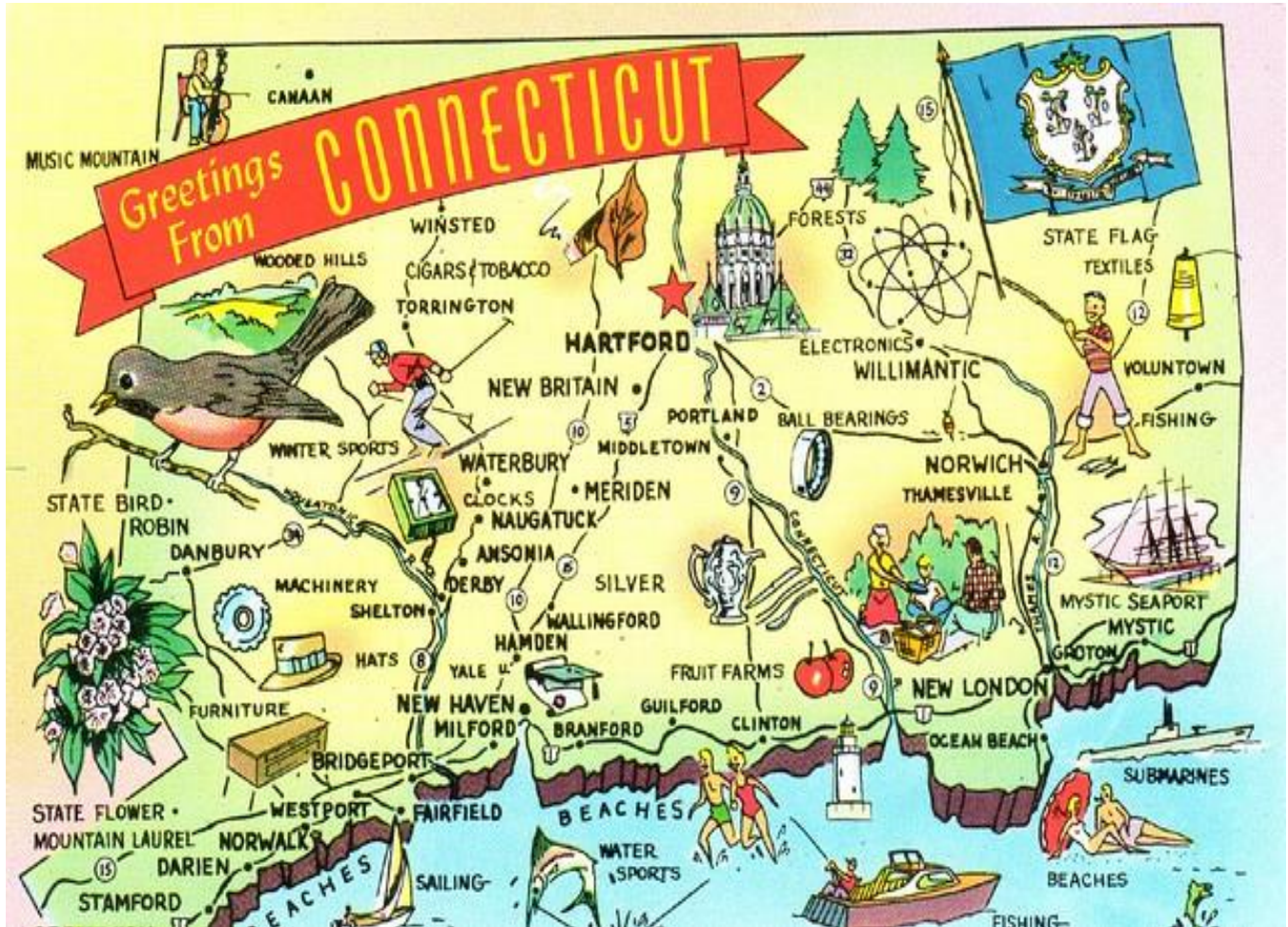
Please list **ALL** med errors, what class, dates, & when retraining occurred:

Other comments if needed: _____

Return to Med Unit Secretary Evette Rivera Fax: 860-616-2081 Email address to send the form evette.rivera@ct.gov

You may fax, or scan completed form to the above person.

DIRECTIONS



Directions

DDS West Region: Cheshire Office

DDS West Region: Southbury Training School

DDS West Region: Stratford Office

DDS Training Office: Hartford

DDS North Region: Willimantic Office

DDS South Region: Norwich Office

DDS South Region: New Haven Office

Directions to All Course/Exam Locations

DDS West Region: Cheshire Office

25 Creamery Road
Cheshire, CT

Hartford:

Take Route 84 West to exit #27 (Route 691). Take Route 691 to Exit #3 Cheshire.
Take a right off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

New Haven:

Take Route 91 North to Route 15. Take Meriden-Waterbury exit to Route 691 West.
**Take 691 W to exit #3. Take a left off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

Middletown:

Take Route 691W to exit #3. Follow from ** above

Waterbury:

Take Route 84 East to Route 691 East to Exit #3 Cheshire. Take a right off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

DDS West Region: Southbury Training School, Roselle School

From 84-West: to Exit 14 and take a right off the exit.

From 84-East: to Exit 14 and take a left off the exit.

Keep straight through the traffic light (this is route 172 North)
Follow approx. 3 miles You will see Southbury Training School campus on the left
There is a sign at the entrance of a small white house that reads "Gatehouse Café"
Turn left into Constitution Hill before the Gatehouse Cafe. You will see a large brick building with a clock tower, this is Roselle School.
Follow straight up passing a split in the road (keep to the left going straight) After the split, **Roselle School** will be on the right, use the 3rd driveway behind the building to park, if no spots are available then go to the next paved driveway and park. You will enter at the rear of Roselle School and go up to the second floor and follow the signs to room #210.

DDS West, Stratford Office

**Armory Road,
Stratford, CT**

South from Hartford:

I-91 via exit #52 toward New Haven (18.91 miles)

Merge onto CT-15 S via Exit 17 (30.17 miles)

Take the CT-8 S exit #52 toward CT-108 S/Bridgeport (0.68 miles)

Take CT-108 exit toward Stratford (0.18 miles)

Turn LEFT onto CT-108 Nichols Avenue (0.32 miles)

Turn LEFT onto ARMORY ROAD (0.10 mile) (just after CVS Pharmacy)

Building at the end of the road on the left when driving in. Use the rear entrance of the building to enter the Training room.

North from Greenwich:

Merge onto CT-15 N/MERRITT PKWY via the ramp toward NEW HAVEN (17.56 miles)

Take the CT-108 exit #51 toward NICHOLS AVE/STRATFORD (0.25 miles)

Turn RIGHT onto CT-108. Continue to follow CT-108 (0.65 miles)

Turn LEFT onto ARMORY ROAD (just after CVS Pharmacy)

Building at the end of the road on the left when driving in. Use the rear entrance of the building to enter the Training room.

DDS Hartford (The old Capital Community College Building)

61 Woodland Street

Hartford, CT 06105

From All Points:

Take Route 84 to Exit 46 - Sisson Avenue. Keep right at the fork in the ramp.

At the light at the end of the exit ramp, turn right onto Sisson Avenue and go to Farmington Avenue (second traffic light).

Turn right onto Farmington Avenue and go to Woodland Street (first traffic light).

Turn left onto Woodland Street and go to Asylum Avenue (first traffic light).

Turn left onto Asylum Avenue. The entrance to the parking area is the second driveway on the left.

Turn left into the **second** driveway. **Bear right after entering the driveway and park in the lower lot. Parking in the upper lot is by permit only – Security will require all others to move to the lower lot.**

1. Security officers are located right inside the door and will assist you when you arrive.
2. **You will be required to present a photo ID in order to enter the building.**

DDS North, Willimantic Satellite Office

90 South Park Street

Willimantic, CT 06226

From Danielson:

Take Route 395 South

Take Exit 91 to Route 6 West.

Follow Route 6 to Route 66 in North Windham.

Take Route 66 West to the South Street intersection in Willimantic.

Turn left at the "Frog bridge". Go across the bridge and straight through the light.

Take 1st right onto South Park Street. The office is located at the intersection of South Street and South Park Street. Entrance is on South Park Street. Parking is on the right side of the building.

From Norwich:

Take Route 395 North to Exit 81 West At the end of the exit ramp take a left onto Route 2.

Take Exit 25 towards Willimantic. Merge onto Route 32. Take a left onto South Street at the "Frog" bridge. The office is located at the intersection of South Street and South Park Street.

The entrance is on South Park Street. Parking is on the right side of the building.

From Hartford:

Take Route 84 East towards Boston merge onto Route 6 East take Exit 59. Merge onto Route 384 East Route 384 becomes Route 6 East. Take the Route 32 Exit towards Willimantic. Turn right at the end of the exit ramp. Route 32 becomes Route 66/Main St continue on Main Street. Take a right onto Bridge Street, go over the railroad tracks and bear left up the hill. Take a left at the stop sign take a right onto John Street at the stop sign you will be facing the office. Take a right at the stop sign onto South Park Street. Parking is on the right side of the building.

DDS South Region: Norwich Office
Staff Development Office
401 West Thames Street, Campbell Building
Norwich, CT 06360

Take interstate 395 to Exit 79A onto Route 2A East. Take Exit 1 for Route 32. Take left off ramp onto Rte. 32 North. Stay Rte 32 for 1.7 miles. Go past Norwich Inn and Spa on left. Take left at "STATE OF CONNECTICUT Uncas on Thames" sign (across from car dealership). Follow road up the hill looking for signs for Campbell Building. Bear right at fork. Pass the State Police Eastern District headquarters and DMH. Campbell Building is at top of the hill. Training Room is located on the third floor – Room # 341. Library is on the 4th floor.

PLEASE NOTE: 21 HOUR COURSE IS IN THE CAMPBELL BUILDING ON THE THIRD FLOOR IN ROOM 341 INITIAL EXAMS ARE GIVEN IN THE LIBRARY ON THE FOURTH FLOOR

DDS South – James St Office
370 James St
New Haven, CT

From the North:

Take I-91 South toward NEW HAVEN. Take the WILLOW ST exit- EXIT 6- toward US-5 / Blatchley Ave. 0.2 miles. Turn LEFT onto WILLOW ST. 0.1 miles. Turn RIGHT onto State St/ US-5 0.1 miles. Turn LEFT onto JAMES ST 0.2 miles. Turn RIGHT after 370 James St. The parking lot and entrance are behind the building.

From the South:

Take I-95 North toward Hartford. Take the STATE St/ US-5 exit- EXIT 5- toward FAIR HAVEN. 0.1 miles. Turn RIGHT onto JAMES St. 0.2 miles. Turn RIGHT after 370 James St. The parking lot and entrance are behind the building.

The entrance to the DDS office is on the third floor. The training room is the first room on the left after entering the DDS South Region Office.